



# Advanced Supervisory Skills

**Description** – Supervisors and managers are tasked to make sure that things are done correctly and at the right time. However, managing people has gradually evolved, and most experienced supervisors must learn to adapt to the change. Some “old” supervisory techniques may no longer work. In this seminar, you will be taught the best practices in management, and how to supervise a team in the most effective manner. This training covers understanding and practicing proper supervisory skills, learning how to effectively manage subordinates, knowing how to communicate and lead your team, understand limits of your power in handling staff working for you, to know the strategies in dealing with workshop will give you the fundamentals of successful supervision.

**Registration Information** – Registration can be completed online at: [www.mdot.ms.gov/ltap/](http://www.mdot.ms.gov/ltap/) or by completing the information below and submitting this form to the LTAP Team via email at [ltap@mdot.ms.gov](mailto:ltap@mdot.ms.gov) . **Registration is \$35. Lunch is not provided.** Substitutions may be made at any time. Any registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact the Mississippi LTAP Center prior to the course date so the appropriate arrangements can be made.

**Who Should Attend?** This training is designed for all municipal highway officials, public works, road managers, county and city engineers, experienced supervisors, assistant supervisors, managers, those who are being groomed for promotion, and anybody who is tasked to lead a team.

**Instructor:** Dr. Samuel Jones, JCJC

**Time:** 8:00 a.m. – 2:00 p.m.

## Registration Form (Please Print or Type)

Agency or District Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### PERSONS YOU ARE REGISTERING TO ATTEND:

(1) Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_

(3) Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_

(4) Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_

## “ Advanced Supervisory Skills”

Select course date below. Registration confirmation will be e-mailed or mailed if no e-mail address.

- ☐ **Batesville (North) – April 1, 2015**  
MDOT District 2 Office – 150 Highway 51 N  
Batesville, MS

You may also fax this form to (601) 359-7652, mail or email: Mississippi Local Technical Assistance Program (LTAP) Post Office Box 1850, Jackson, MS 39215.

Contact: LTAP Team at (601) 359-7685

Email: [ltap@mdot.ms.gov](mailto:ltap@mdot.ms.gov)

**Photos/Videos:** Photographs and/or videos may be taken for educational and training purposes. If you do not wish to be photographed or recorded, please advise us at registration.